



SELLING TO THE STATE OF DELAWARE

**A Procurement Guide for Small Businesses
Seeking to Establish Contracts with
the State of Delaware**



State of Delaware
Office of the Governor

Ruth Ann Minner
Governor



Greetings,

I am proud to present this Procurement Guide designed to assist small businesses in their efforts to contract with state agencies. The fundamental objective in creating this publication is to provide Delaware small businesses with a comprehensive resource in pursuing state contracts.

As Governor, I am working hard to provide expanded opportunities to small businesses throughout the State of Delaware. In addition to this guide, the Office of Minority and Women Business Enterprise helps businesses sell to the state and trains agency personnel to consider diversity when purchasing. These tasks support the continued growth and vitality of businesses within the State of Delaware to ensure a level playing field.

If you should have any questions or comments on minority or women business development, please contact the Office of Management and Budget, Office of Minority and Women Business Enterprise at 302-739-4206 or visit their website at <http://www.state.de.us/omwbe/>.

Sincerely,

Ruth Ann Minner
Governor



**Office of Management and Budget
Office of Minority and Women Business Enterprise
Executive Director: L. Jay Burks**

The office will help businesses sell to the state and train agency personnel to consider diversity when purchasing. These tasks support the continued growth and vitality of businesses within the State of Delaware to ensure a level playing field.

The office is located in the Haslet Armory. It opened its doors to the public on November 5th, 2001. A website (www2.state.de.us/omwdbce) has been developed and was launched on December 10, 2001, in conjunction with the Governor's luncheon. The website includes such areas as: About the Office, information on training throughout the state, resources available, Doing Business in Delaware, the state certification guidelines and forms, frequently asked questions, certification directory, and related links.

Upon certification, a business will be entered into the directory which will be made available to all state and local government agencies, encouraging a good faith effort in the use of the directory.

The focus of the office has been directed at **certification**, the **directory**, and **tracking** of data.

***Certification** forms consist of a three part series. A desk audit, random field audit, and a final review from the certification committee.

***The directory** is provided on-line upon certification of firms, and made available to all state and local government agencies, encouraging them to make a "good faith effort."

***Tracking** will consist of participation, utilization, and availability of products and services.

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**OFFICE OF MANAGEMENT AND BUDGET
GOVERNMENT SUPPORT SERVICES
DIVISION DIRECTOR DEAN STOTLER**

HERE'S HOW TO USE THIS GUIDE

The Procurement Guide was designed to assist the small business person in his/her effort to contract with State agencies. Although the Office of Management and Budget has a Central Contracting Unit which has the responsibility of contracting for common supplies and services for all State agencies, there remains, nevertheless, a wide variety of industry produced goods and services that are required by individual State agencies which are not purchased on central contracts. The extent to which Delaware's small businesses can quickly recognize and respond to those agency needs will undoubtedly improve their chances of obtaining State contracts.

Therefore, before pursuing a course to obtain a State contract, you should become familiar with the State procurement laws and those agencies that are most likely to purchase your goods or services. A summary of the Procurement Laws of Delaware is given in the first section of this guide. The "State Agency Needs" section of this publication will direct you in making an informed decision as to the most likely candidates needing your product or service. The next section, "State Agency Contacts," contains a listing of principal contact persons for each agency. Your questions regarding bidders lists, agency purchases and procurement procedures should be addressed to the procurement officials in each relevant agency.

The fundamental objective in creating this publication was to provide the Delaware small business person with a clear, precise, and more systematic method of pursuing State contracts. We believe this guide will go a long way in accomplishing that objective.

READ BEFORE BIDDING

If you are planning to do business with the State, make certain to become familiar with the State of Delaware bidding laws (Title 29, Delaware Code Annotated, Chapter 69) before submitting a bid application.



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THE SYSTEM

A Summary of Procurement Laws Title 29, Del. Code , Chapter 69

DEFINITIONS (29 Del. Code 6902)

- (1) "Agency" means every board, department, bureau, commission, person or group of persons, other authority which directly receives monies under any budget appropriation act.
- (2) "Material" means materials, equipment, tools, supplies or any other personal property but does not include real property, electric, gas, water, telephone or similar utilities.
- (3) "Public works contract" means construction, reconstruction, demolition, alteration and repair work and maintenance work paid for, in whole or in part with public funds.
- (4) "Subcontractor" means any person, partnership, firm, corporation or other business association which enters into a contract directly with a contractor to perform actual construction labor on the site, or to perform actual construction labor and provide material in connection with such labor on the site. Labor performed in the delivery and unloading of material at the project site is not to be construed to mean actual construction labor under the terms of this chapter.
- (5) "Public funds" means funds of the State, of any agency within the State, or of any public school district, of or from the United States government or of or from any department or representative body thereof.
- (6) "Public building" means any edifice, or building which is, or is to be, constructed, reconstructed, altered or repaired pursuant to a "public works contract." It does not mean the act or process itself of constructing, reconstructing, altering or repairing.

PROCUREMENT THRESHOLDS

Materiel and Non-Professional Services	Less than \$10,000	\$10,000-\$24,999	\$25,000 and over
	Open Market Purchase	3 Written Quotes	Formal Bid
Public Works	Less than \$25,000	\$25,000-\$49,999	\$50,000 and over
	Open Market Purchase	3 Letter Bids	Formal Bid
Professional Services	Less than \$50,000	\$50,000 and over	
	Open Market Purchase	Formal Bid	

PROCUREMENT OF MATERIAL AND NON-PROFESSIONAL SERVICES (29. Del.C. Sections 6922-6938)

If the likely cost of any material or work of a nonprofessional nature required by a State agency exceeds \$25,000, it must be purchased or performed under a contract entered into according to Delaware procurement laws. Purchases over \$10,000 but less than \$25,000 may be made following agency solicitation of written competitive quotations from at least three (3) sources or all available sources. The purchase of materials and/or work exceeding \$25,000 requires public advertising and the receipt of sealed bids. The public advertising for formal sealed bids when the material furnished or work performed exceeds \$25,000 is published at least once a week for two consecutive weeks in a newspaper published or circulated in each county of the State.

MULTIPLE SOURCE CONTRACTING (29.Del.C. Section 6926)

An agency may award a contract for a particular material or non-professional service to 2 or more firms if the agency head makes a determination that such an award is in the best interest of the state. If such a determination is made, the advertisement shall include a notification of the right of the agency to make such an award and the criteria upon which such an award shall be based.

**PUBLIC WORKS PROCUREMENT (29. Del.C. Sections 6960-6966)
PLANS, SPECIFICATIONS, DESCRIPTIONS AND ADVERTISEMENT**

If a Public Works contract exceeds \$50,000 the agency must obtain plans and specifications of that work following its preparation by a registered and licensed architect and/or engineer. Advertisement shall not be less than once a week for 2 consecutive weeks in a newspaper published or circulated in each county of the State. With a few exceptions (roads, streets, or highways), all public works contracts for construction, reconstruction, alteration or repair of any public building must be preceded by a meeting of all prospective bidders. The agency must also grant reasonable notice of the time and place of that meeting. In addition, each meeting must be held at least fifteen (15) days before the submission of bids. The purpose of this pre-bid meeting is to review the requirements of the project and to determine the list of categories to be subcontracted.

BONDS TO ACCOMPANY BIDS

Material and non-professional services bid bonding may be required but it is at the discretion of the agency and will be stated in the advertisement. All bids on public works contracts exceeding \$50,000 must include a deposit of either a good and sufficient bond to the State. This bond must be obtained from a corporate surety authorized to do business in the state. Although the bid bond need not be for a specific amount, it must be for an amount equal to 10 percent of the bid to which it relates.

OPENING BIDS:

AWARDING OF CONTRACTS AND THE RIGHT TO REJECT BIDS

At the time and place specified in the advertisement, all bids are publicly opened. The name of the bidder and their total price is to be read. The contracts will be awarded to the lowest responsible bidder within thirty (30) days after a public opening of the bids, unless the interest of the State is better served by awarding the contract to another bidder.

PERFORMANCE AND PAYMENT BOND

The selected bidder must execute a good and sufficient bond to the State on behalf of the agency at the same time the formal contract is executed. The performance bond must be issued by a corporate surety authorized to do business in the State. It must equal 100 percent of the awarded contract price, unless the execution of the bond requirement was waived, or reduced in the bid specifications.

LISTING OF SUBCONTRACTORS FOR PUBLIC BUILDING CONTRACTS

All public works contracts over \$50,000 for construction, reconstruction, alteration or repair of any public building require bidders to include a statement containing a listing of the names and addresses (city or town and state, only) of all subcontractors whose services he or she intends to use in the performance of the contract. Bidder may include himself or herself in the accompanying statements as a subcontractor if the business is recognized in the industry and licensed as such in the State.

WAGE PROVISIONS IN PUBLIC CONSTRUCTION CONTRACTS

All public construction contracts in excess of \$100,000 within the geographical limits of Delaware must contain a provision stating the minimum wages to be paid to various classes of laborers and mechanics if the contract requires or involves the employment of mechanics and/or laborers. The prevailing wage rates for the various classes are determined by the Department of Labor and its Industrial Relations Division. Any contractor or subcontractor refusing to pay the prevailing wage rates shall be fined not less than \$1000 or more than \$5 ,000 for each failure or refusal. In addition, the contractor or subcontractor fined shall not be awarded any public contracts in this State for a period of three (3) years from the date of conviction.

EQUALITY OF EMPLOYMENT OPPORTUNITY ON PUBLIC WORKS

All Public works contracts must contain a provision which states that the contractor will not discriminate against any employee or applicant for the purpose of employment because of race, creed, color, sex, or national origin. The contractor will also take the necessary steps through affirmative action to ensure that these applicants are employed and that those employees hired are treated equally during employment, without regard to race, creed, color, sex, or national origin.



GENERAL EXCEPTIONS TO THE PROCUREMENT LAWS

1. When an Agency Head determines that an emergency exists and immediate action or purchase is necessary in order to protect public health, safety or property;
2. When a patent or licensed franchise situation makes the material or work available from only one (1) source but, of course, this does not include public works contracts, nor does it mean that an agency can specify material by Brand or Trade name only;
3. When an unforeseen situation or circumstance creates a change in the agency's work request that was not specified in the original bid advertisement for the contract awarded. The agency may then issue a change order, stating the additional work required without submitting a competitive bid requirements or invalidating the awarded contract, so long as it is within the guidelines of the awarded contract; (29 Del.C. § 6904)
4. An agency may purchase used equipment or other material by negotiated purchase rather than by competitive bidding as provided in this Chapter, if it is demonstrated to the satisfaction of the Agency Head that the negotiated price is reasonable with respect to its use: and (29 Del.C. § 6934)
5. The Director of the Office of Management and Budget may enter into negotiations with various manufacturers or distributors for the awarding contracts that will enable State agencies, local governments, schools and school districts to purchase material at prices approved by the General Services Administration (GSA) of the Federal government. (29 Del.C. § 6935)

ROLE OF GOVERNMENT SUPPORT SERVICES, CONTRACTING UNIT

The Office of Management and Budget has a central purchasing division that acts on behalf of state agencies, local government units, and authorized volunteer fire departments in the following manner:

1. A clearinghouse for information on central or joint purchasing by two (2) or more organizations;
2. An agent for common purchases of supplies or contractual services;
3. A collector and furnisher of information on market prices and other data which may be useful in making purchasing decisions;
4. A clearinghouse for information on bid for supplies, material or contractual services; and
5. Performing other services and/or duties which may be necessary to encourage the most economical and cost effective method of purchasing by participating organizations.

See our web site located at gss.omb.delaware.gov

AGENCIES NEEDING BUILDING & CONSTRUCTION GOODS & SERVICES

State agencies need goods and services - and once you learn the ropes, it is not difficult to sell to the State of Delaware. Small business owners simply need to know what services and materials State agencies need, the persons to call for business in each State agency and the process used for selling to the State. This Guide provides the answers - and the listings on the following pages spell out the needs of each State agency in construction, service and product classifications.

AIR CONDITIONING

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Safety & Homeland
Security
Natural Resources
Corrections
Delaware State
University
Office of Management
and Budget
Housing Authority
Agriculture
DSCYTF
Labor/Unemployment
Insurance

BRICKLAYING

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Safety & Homeland
Security
Natural Resources
Corrections
Delaware State
University
Office of Management
and Budget
Agriculture

CARPENTRY

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Court of Common Pleas
Safety & Homeland
Security
Natural Resources
Corrections
Delaware State
University
Office of Management
and Budget
Housing Authority
Agriculture
Family Court
Labor/Unemployment
Insurance

BUILDING & CONSTRUCTION GOODS & SERVICES

**DEMOLITION AND
EXCAVATION**

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Safety & Homeland
Security
Natural Resources
Agriculture

DRYWALL

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Natural Resources
Corrections
Delaware State
University
Agriculture
Family Court
Labor/Unemployment
Insurance

**ELECTRICAL
CONTRACTORS**

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Safety & Homeland
Security
Natural Resources
Corrections
Delaware State
University
Office of Management
and Budget

**ELECTRICAL
CONTRACTORS**

Departments/Divisions
(continued)

Housing Authority
Agriculture
Family Court
DSCYTF
Labor/Unemployment
Insurance

FLOOR COVERING

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Court of Common Pleas
Safety & Homeland
Security
Natural Resources
Corrections
Delaware State
University
Office of Management
and Budget
Agriculture
DSCYTF
Labor/Unemployment
Insurance

**GENERAL
CONSTRUCTION**

Departments/Divisions

Health and Social
Services
Transportation
Insurance
National Guard
Safety & Homeland
Security
Natural Resources

**GENERAL
CONSTRUCTION**

Departments/Divisions
(continued)

Corrections
Delaware State
University
Office of Management
and Budget
Housing Authority
Agriculture
Family Court
Technical Services
DSCYTF

**GLASS
INSTALLATION**

Departments/Divisions

Health and Social
Services
Transportation
National Guard
Court of Common Pleas
Safety & Homeland
Security
Natural Resources
Corrections
Delaware State
University
Office of Management
and Budget
Housing Authority
Agriculture
Family Court
DSCYTF
Labor/Unemployment
Insurance

BUILDING & CONSTRUCTION GOODS & SERVICES

HEATING <u>Departments/Divisions</u>	LANDSCAPING/ RECLAMATION <u>Departments/Divisions</u>	PAINT CONTRACTORS <u>Departments/Divisions</u>
Health and Social Services Transportation National Guard Safety & Homeland Security Natural Resources Corrections Delaware State University Office of Management and Budget Housing Authority Agriculture DSCYTF	Health and Social Services Transportation National Guard Family Court Safety & Homeland Security Natural Resources Corrections Delaware State University Office of Management and Budget MASONRY <u>Departments/Divisions</u>	(continued) Safety & Homeland Security Natural Resources Corrections Delaware State University Office of Management and Budget Housing Authority Agriculture Family Court DSCYTF
HEAVY CONSTRUCTION <u>Departments/Divisions</u>	MASONRY <u>Departments/Divisions</u>	PAVING <u>Departments/Divisions</u>
Health and Social Services Transportation National Guard Natural Resources Corrections Office of Management and Budget Agriculture Technical Services	Health and Social Services Transportation National Guard Safety & Homeland Security Natural Resources Corrections Delaware State University Office of Management and Budget Agriculture DSCYTF	Office of Management and Budget Health and Social Services Transportation National Guard Safety & Homeland Security Natural Resources Corrections Delaware State University Agriculture DSCYTF
HIGHWAY/ROAD CONSTRUCTION <u>Departments/Divisions</u>	PAINT CONTRACTORS <u>Departments/Divisions</u>	PLUMBING CONTRACTORS <u>Departments/Divisions</u>
Transportation National Guard Natural Resources Corrections Delaware State University	Health and Social Services Transportation National Guard Court of Common Pleas	Health and Social Services Transportation National Guard

BUILDING & CONSTRUCTION GOODS & SERVICES

PLUMBING CONTRACTORS	RUBBISH REMOVAL	WATER & SEWER LINE INSTALLATION
<u>Departments/Divisions</u> (continued)	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
Court of Common Pleas	Health and Social Services	Health and Social Services
Safety & Homeland Security	Transportation	Transportation
Natural Resources	National Guard	National Guard
Corrections	Delaware Technical and Community College	Safety & Homeland Security
Delaware State University	Safety & Homeland Security	Natural Resources
Office of Management and Budget	Natural Resources	Delaware State University
Housing Authority	Corrections	Agriculture
Agriculture	Delaware State University	DSCYTF
Family Court	Office of Management and Budget	
DSCYTF	Housing Authority	
 ROOFING	 STEEL REINFORCING	
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	
Health and Social Services	Health and Social Services	
Transportation	Transportation	
National Guard	Natural Resources	
Safety & Homeland Security	Agriculture	
Natural Resources		
Corrections		
Delaware State University		
Office of Management and Budget		
Agriculture		
Technical Services		
DSCYTF		

AGENCIES NEEDING SERVICES

ADVERTISING AND PUBLIC RELATIONS	ARCHITECTURE, ENGINEERING AND PLANNING	AUTOMOTIVE EQUIPMENT AND SUPPORT
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
Labor/Unemployment Insurance Office of Management and Budget Health and Social Services Labor Libraries Human Relations Housing Authority Alcoholic Beverage Control Office of Management and Budget Public Service Commission Government Support Services Delaware State University Natural Resources Delaware Technical and Community College Highway Safety Court of Common Pleas National Guard Fire Marshal Human Resource Management Transportation Insurance Education Delaware Development Office Agriculture Solid Waste Authority DSCYTF	Health and Social Services Housing Authority Office of Management and Budget Delaware State University Corrections Natural Resources Safety & Homeland Security Delaware Technical and Community College Family Court Transportation Agriculture Education Delaware Development Office Justice Technical Services National Guard DSCYTF AUTOMOBILES, TRUCKS & VANS <u>Departments/Divisions</u> Health and Social Services National Guard Transportation Government Support Services Solid Waste Authority	Health and Social Services Housing Authority Office of Management and Budget Corrections Natural Resources Public Safety Delaware Technical and Community College Government Support Services National Guard Transportation BUSINESS SERVICES <u>Departments/Divisions</u> Health and Social Services Labor Housing Authority Fire Marshal Human Resource Management Transportation Agriculture Education Delaware Development Office Community Services

SERVICES

CATERING/FOOD SERVICES	CONSULTANTS	EXTERMINATORS
<u>Departments/Divisions</u>	<u>Departments/Divisions</u> (continued)	<u>Departments/Divisions</u> (continued)
Health and Social Services Commission for Women Office of Management and Budget Delaware State University Fire Marshal Delaware Development Office	Highway Safety Family Court Fire Marshal Human Resource Management Transportation Insurance Agriculture Education Delaware Development Office National Guard DSCYTF Labor/Unemployment Insurance	Delaware Technical and Community College National Guard Solid Waste Authority DSCYTF Labor/Unemployment Insurance
CONSULTANTS		FINANCIAL
<u>Departments/Divisions</u>		<u>Departments/Divisions</u>
Office of Management and Budget Health and Social Services Labor Office of Public Advocate Libraries Housing Authority Community Services Criminal Justice Council State Treasurer Office of Management and Budget Professional Regulation Public Service Commission Delaware State University Corrections Natural Resources Safety & Homeland Security Delaware Technical and Community College	EQUAL OPPORTUNITY COMPLIANCE CONSULTANTS <u>Departments/Divisions</u> Human Relations Delaware State University Transportation	Health and Social Services Housing Authority Community Services Transportation Education Delaware Development Office
	EXTERMINATORS	FINANCIAL INSTITUTIONS
	<u>Departments/Divisions</u> Health and Social Services Libraries Housing Authority Facilities Management Delaware State University Corrections Natural Resources	<u>Departments/Divisions</u> Health and Social Services Labor Housing Authority State Treasurer Transportation

SERVICES

HAULING <u>Departments/Divisions</u>	JANITORIAL SERVICES <u>Departments/Divisions</u>	MACHINE & COMPUTER MAINTENANCE <u>Departments/Divisions</u> (continued)
Health and Social Services Housing Authority Office of Management and Budget Delaware State University Natural Resources Transportation Labor/Unemployment Insurance	Health and Social Services Libraries Office of Management and Budget Delaware State University Safety & Homeland Security Delaware Technical and Community College Transportation National Guard Labor/Unemployment Insurance	Delaware State University Natural Resources Auditor of Accounts Safety & Homeland Security Delaware Technical and Community College National Guard Fire Marshal Human Resource Management Transportation Insurance Family Court Agriculture Delaware Development Office State Treasurer Solid Waste Authority DSCYTF
INSULATION <u>Departments/Divisions</u>	MACHINE & COMPUTER MAINTENANCE <u>Departments/Divisions</u>	
Health and Social Services Office of Management and Budget Delaware State University Corrections Natural Resources Safety & Homeland Security National Guard Transportation	Labor/Unemployment Insurance Libraries Health and Social Services Human Relations Housing Authority Community Services Criminal Justice Council Alcoholic Beverage Control Office of Management and Budget Public Service Commission Government Support Services Corrections	
INTERIOR DESIGN <u>Departments/Divisions</u>		MOVING AND STORAGE <u>Departments/Divisions</u>
Health and Social Services Delaware State University Natural Resources Safety & Homeland Security Transportation Agriculture Delaware Development Office Office of Management and Budget		Health and Social Services Housing Authority Office of Management and Budget Delaware State University Natural Resources Court of Common Pleas National Guard Agriculture

SERVICES

MOVING AND STORAGE	PRINTING	PRINTING
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
(continued)		(continued)
Delaware Development Office	Auditor of Accounts	Office of Public Advocate
Labor/Unemployment Insurance	Family Court	Solid Waste Authority
Natural Resources	Health and Social Services	DSCYTF
Health and Social Services	Commission for Women	
Human Relations	Housing Authority	RADIO
Housing Authority	Consumer Affairs	BROADCASTING
Community Services	Criminal Justice Council	<u>Departments/Divisions</u>
Delaware State University	State Treasurer	Health and Social Services
Human Resource Management	Alcoholic Beverage Control	Office of Management and Budget
	Office of Management and Budget	Delaware State University
	Professional Regulation	Safety & Homeland Security
PHOTOGRAPHY	Public Service Commission	Delaware Technical and Community College
<u>Departments/Divisions</u>	Government Support Services	Fire Marshal
Health and Social Services	Delaware State University	Agriculture
Libraries	Corrections	Delaware Development Office
Human Relations	Natural Resources	Labor/Unemployment Insurance
Housing Authority	Safety & Homeland Security	
Safety & Homeland Security	Delaware Technical and Community College	
Commission	Highway Safety	RESEARCH AND DEVELOPMENT
Delaware State University	Court of Common Pleas	<u>Departments/Divisions</u>
Natural Resources	Labor/Unemployment Insurance	Human Resource Management
Safety & Homeland Security	National Guard	Health and Social Services
Court of Common Pleas	Fire Marshal	Delaware State University
Fire Marshal	Insurance	Natural Resources
Human Resource Management	Agriculture	Delaware Development Office
Insurance	Education	
Agriculture	Delaware Development Office	
Delaware Development Office	Libraries	

TOOL SHARPENING

Departments/Divisions

Health and Social
Services
Office of Management
and Budget
Delaware State
University
Natural Resources
National Guard
Transportation
Agriculture
Labor/Unemployment
Insurance

TRAVEL

Departments/Divisions

Health and Social
Services
Labor
Office of Public
Advocate
Libraries
Human Relations
Housing Authority
Community Services
Consumer Affairs
Criminal Justice
Council
Office of Management
and Budget
Professional Regulation
Public Service
Commission
Government Support
Services
Delaware State
University
Natural Resources
Secretary of State
Safety & Homeland
Security

SERVICES		
TRAVEL	WELDING	WINDOW
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	CLEANING
(continued)		<u>Departments/Divisions</u>
Delaware Technical and Community College	Health and Social Services	Health and Social Services
Highway Safety	Government Support Services	Housing Authority
Court of Common Pleas	Delaware State University	Office of Management and Budget
National Guard	Natural Resources	Delaware State
Fire Marshal	National Guard	University
Human Resource Management	Transportation	Delaware Technical and Community
Transportation	Agriculture	College
Insurance		
Agriculture	STEAM	VETERINARIANS
Public Instruction	REHABILITATION	
Delaware Development Office	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
DSCYTF	Facilities Management	Delaware State
	Transportation	University
		Agriculture

For procurement contacts in
each agency, see
pages 29-34

AGENCIES NEEDING PRODUCTS

ADHESIVE TAPES	AIR CONDITIONERS	ART SUPPLIES AND EQUIPMENT
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
Natural Resources	(continued)	(continued)
Delaware State	Family Court	Delaware Development
University	National Guard	Office
Government Support	Human Resource	Solid Waste Authority
Services	Management	Labor/Unemployment
Facilities Management	Transportation	Insurance
Human Relations	Agriculture	
Industrial Affairs	Labor/Unemployment	
Health and Social	Insurance	AUDIO EQUIPMENT
Services	Justice	<u>Departments/Divisions</u>
Delaware Technical		Delaware Technical
and Community	ART SUPPLIES AND EQUIPMENT	and Community
College	<u>Departments/Divisions</u>	College
Fire Marshal	Natural Resources	Natural Resources
Transportation	Corrections	Corrections
Insurance	Public Service	Government Support
Secretary of State	Commission	Services
Education	Government Support	Facilities Management
Labor/Unemployment	Services	Consumer Affairs
Insurance	Facilities Management	Vocational Rehabilitation
	Consumer Affairs	Employment and
	Housing Authority	Training
AIR CONDITIONERS	Human Relations	Health and Social
<u>Departments/Divisions</u>	Commission for	Services
Natural Resources	Women	Safety & Homeland
Corrections	Employment Services	Security
Delaware State	Health and Social	Court of Common Pleas
University	Services	Family Court
Facilities Management	Court of Common Pleas	Transportation
Housing Authority	Delaware Technical	Insurance
Employment Services	and Community	Agriculture
Health and Social	College	Education
Services	National Guard	Delaware Development
Safety & Homeland	Fire Marshal	Office
Security	Agriculture	Labor/Unemployment
Court of Common Pleas	Education	Insurance

PRODUCTS

ATHLETIC SUPPLIES

Departments/Divisions

Delaware Technical
and Community
College
Natural Resources
Corrections
Delaware State
University
Health and Social
Services
National Guard

BOXES

Departments/Divisions

Delaware State
University
Government Support
Services
Facilities Management
Human Relations
Unemployment
Insurance
Employment and
Training
Industrial Affairs
Health and Social
Services
Auditor of Accounts
Elections
Court of Common Pleas
Fire Marshal
Human Resource
Management
Transportation
Insurance
Education
Delaware Development
Office

BUILDING SUPPLIES

Departments/Divisions

Natural Resources
Corrections
Delaware State
University
Government Support
Services
Facilities Management
Housing Authority
Health and Social
Services
Safety & Homeland
Security
Delaware Technical
and Community
College
National Guard
Fire Marshal
Transportation
Insurance
Agriculture
Education
Delaware Development
Office

CHEMICALS

Departments/Divisions

Natural Resources
Corrections
Delaware State
University
Government Support
Services
Facilities Management
Industrial Affairs
Health and Social
Services
Delaware Technical
and Community
College

CHEMICALS

Departments/Divisions

(continued)

National Guard
Fire Marshal
Transportation
Safety & Homeland
Security
Agriculture
Education
Labor/Unemployment
Insurance

CLEANING

PRODUCTS

Departments/Divisions

Natural Resources
Corrections
Delaware State
University
Public Service
Commission
Government Support
Services
Facilities Management
Housing Authority
Employment Services
Health and Social
Services
Delaware Technical
and Community
College
National Guard
Transportation
DSCYTF
Labor/Unemployment
Insurance

PRODUCTS

CLOTHING	COMMUNICATION EQUIPMENT	ELECTRICAL SUPPLIES
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
Natural Resources	(continued)	(continued)
Corrections	Housing Authority	Health and Social Services
Delaware State University	Human Relations	Safety & Homeland Security
Facilities Management	Vocational Rehabilitation	Court of Common Pleas
Industrial Affairs	Employment and Training	Delaware Technical and Community College
Health and Social Services	Industrial Affairs	National Guard
Safety & Homeland Security	Health and Social Services	Transportation
Court of Common Pleas	Safety & Homeland Security	Agriculture
Delaware Technical and Community College	Court of Common Pleas	Education
Superior Court	Delaware Technical and Community College	
Family Court	Superior Court	FIRE AND SECURITY EQUIPMENT
Fire Marshal	Family Court	<u>Departments/Divisions</u>
Transportation	National Guard	Capitol Police
Agriculture	Fire Marshal	
Capitol Police	Human Resource Management	
	Transportation	FOOD SERVICE EQUIPMENT
COAL	Agriculture	<u>Departments/Divisions</u>
<u>Departments/Divisions</u>	Education	Natural Resources
Health and Social Services	Capitol Police	Corrections
	Labor/Unemployment Insurance	Delaware State University
COMMUNICATION EQUIPMENT		Facilities Management
<u>Departments/Divisions</u>	ELECTRICAL SUPPLIES	Health and Social Services
Natural Resources	<u>Departments/Divisions</u>	Delaware Technical and Community College
Corrections	Natural Resources	National Guard
Delaware State University	Corrections	DSCYTF
Public Service Commission	Delaware State University	
Government Support Services	Facilities Management	
Facilities Management	Housing Authority	
	Vocational Rehabilitation	

PRODUCTS

FURNITURE	GLASSWARE (Lab and Table)	HEATING EQUIPMENT
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
Labor/Unemployment	Natural Resources	Natural Resources
Insurance	Delaware State	Corrections
Elections	University	Delaware State
Natural Resources	Facilities Management	University
Corrections	Health and Social	Facilities Management
Delaware State	Services	Housing Authority
University	Delaware Technical	Health and Social
Public Service	and Community	Services
Commission	College	Safety & Homeland
Professional Regulation	Transportation	Security
Facilities Management	Agriculture	National Guard
Consumer Affairs		Transportation
Community Services		Agriculture
Housing Authority		DSCYTF
Employment and		
Training	HARDWARE	
Industrial Affairs	<u>Departments/Divisions</u>	INDUSTRIAL
Health and Social	Natural Resources	<u>Departments/Divisions</u>
Services	Corrections	Corrections
Public Safety	Delaware State	Delaware State
Court of Common Pleas	University	University
Delaware Technical	Government Support	Facilities Management
and Community	Services	Health and Social
College	Facilities Management	Services
Superior Court	Housing Authority	Safety & Homeland
National Guard	Health and Social	Security
Fire Marshal	Services	National Guard
Human Resource	Safety & Homeland	Transportation
Management	Security	Agriculture
Transportation	Delaware Technical	
Insurance	and Community	
Agriculture	College	JANITORIAL SUPPLIES
Education	National Guard	<u>Departments/Divisions</u>
Delaware Development	Fire Marshal	Natural Resources
Office	Transportation	Corrections
Solid Waste Authority	Insurance	Delaware State
Family Court	Agriculture	University
Capitol Police	Education	Government Support
Government Support	Community Services	Services
Services	Solid Waste Authority	Facilities Management
Fleet Management		
DSCYTF		
Justice		

PRODUCTS

JANITORIAL SUPPLIES	MAILROOM EQUIPMENT AND SUPPLIES	MICROFILM EQUIPMENT AND SUPPLIES
<u>Departments/Divisions</u> (continued)	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
Housing Authority	Libraries	Superior Court
Vocational	Natural Resources	Natural Resources
Rehabilitation	Corrections	Corrections
Health and Social	Delaware State	Delaware State
Services	University	University
Safety & Homeland	Government Support	Public Service
Security	Services	Commission
Delaware Technical	Housing Authority	Government Support
and Community	Human Relations	Services
College	Vocational	Human Relations
Family Court	Rehabilitation	Vocational
National Guard	Employment and	Rehabilitation
DSCYTF	Training	Employment and
Labor/Unemployment	Health and Social	Training
Insurance	Services	Health and Social
LUMBER SUPPLIES	Superior Court	Services
<u>Departments/Divisions</u>	Family Court	Auditor of Accounts
Natural Resources	Transportation	Safety & Homeland
Corrections	Education	Security
Delaware State	Delaware Development	Elections
University	Office	Delaware Technical
Facilities Management	DSCYTF	and Community
Housing Authority	Labor/Unemployment	College
Safety & Homeland	Insurance	Fire Marshal
Security		Transportation
Delaware Technical		Insurance
and Community		Secretary of State
College		Solid Waste Authority
National Guard		Labor/Unemployment
Fire Marshal		Insurance
Transportation		Justice
Agriculture		
Health and Social		
Services		

PRODUCTS

NAILS AND RELATED PRODUCTS	OFFICE EQUIPMENT AND SUPPLIES	OFFICE FURNITURE
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
Natural Resources	(continued)	Office of Management and Budget
Corrections	Human Relations	Supreme Court
Delaware State	Vocational	Natural Resources
University	Rehabilitation	Corrections
Facilities Management	Employment and Training	Delaware State
Housing Authority	Health and Social Services	University
Office of Public Advocate	Industrial Affairs	Public Service
Health and Social Services	Auditor of Accounts	Commission
Safety & Homeland Security	Safety & Homeland Security	Professional Regulation
National Guard	Highway Safety	Government Support Services
Transportation	Elections	Facilities Management
Agriculture	Court of Common Pleas	Alcoholic Beverage Control
Education	Delaware Technical and Community College	State Treasurer
	Family Court	Community Services
	National Guard	Housing Authority
	Fire Marshal	Human Relations
	Human Resource Management	Office of Public Advocate
	Transportation	Vocational Rehabilitation
	Insurance	Employment and Training
	Secretary of State	Industrial Affairs
	Agriculture	Health and Social Services
	Education	Auditor of Accounts
	Delaware Development Office	Safety & Homeland Security
	Solid Waste Authority	Court of Common Pleas
	DSCYTF	Delaware Technical and Community College
	Labor/Unemployment Insurance	Family Court
	Justice	National Guard
		Fire Marshal
OFFICE EQUIPMENT AND SUPPLIES		
<u>Departments/Divisions</u>		
Labor/Unemployment Insurance		
Superior Court		
Natural Resources		
Corrections		
Delaware State		
University		
Public Service		
Commission		
Professional Regulation		
Government Support Services		
Facilities Management		
Alcoholic Beverage Control		
State Treasurer		
Consumer Affairs		
Housing Authority		

PRODUCTS

OFFICE FURNITURE	PAPER PRODUCTS	RUBBER STAMPS AND DATERS
<u>Departments/Divisions</u> (continued)	<u>Departments/Divisions</u> (continued)	<u>Departments/Divisions</u>
Human Resource Management Transportation Insurance Agriculture Education Delaware Development Office Solid Waste Authority DSCYTF Labor/Unemployment Insurance Justice	Public Service Commission Professional Regulation Facilities Management State Treasurer Human Relations Office of Public Advocate Vocational Rehabilitation Employment and Training Industrial Affairs Health and Social Services Highway Safety Court of Common Pleas Delaware Technical and Community College Family Court National Guard Insurance Secretary of State Agriculture Education Delaware Development Office DSCYTF	Facilities Management Professional Regulation Insurance Natural Resources Corrections Delaware State University Government Support Services Public Service Commission Alcoholic Beverage Control State Treasurer Criminal Justice Council Consumer Affairs Community Services Housing Authority Human Relations Commission for Women Vocational Rehabilitation Employment and Training Industrial Affairs Health and Social Services Office of Management and Budget Auditor of Accounts Public Safety Highway Safety Court of Common Pleas Superior Court Family Court National Guard
PACKAGING		
<u>Departments/Divisions</u> Delaware State University Government Support Services Human Relations Employment and Training Health and Social Services Fire Marshal Agriculture Delaware Development Office Labor/Unemployment Insurance		
PAPER PRODUCTS	ROOFING MATERIAL	
<u>Departments/Divisions</u> Superior Court Natural Resources Corrections Delaware State University Government Support Services	<u>Departments/Divisions</u> Natural Resources Corrections Delaware State University Facilities Management Health and Social Services National Guard Agriculture	

PRODUCTS

RUBBER STAMPS AND DATERS	STEEL RULE AND DIE	VISUAL EQUIPMENT
<u>Departments/Divisions</u>	<u>Departments/Divisions</u>	<u>Departments/Divisions</u>
(continued)	Health and Social	Labor/Unemployment
Fire Marshal	Services	Insurance
Human Resource	Natural Resources	Health and Social
Management	Delaware Development	Services
Office of Management	Office	Insurance
and Budget		Natural Resources
Transportation		Corrections
Agriculture	STONE, SLAG AND	Delaware State
Education	SURFACING	University
Delaware Development	<u>Departments/Divisions</u>	Government Support
Office	Health and Social	Services
Libraries	Services	Facilities Management
DSCYTF	Natural Resources	Criminal Justice
Labor/Unemployment	Corrections	Council
Insurance	Delaware State	Human Relations
Justice	University	Employment and
	National Guard	Training
	Transportation	Safety & Homeland
	Agriculture	Security
STEEL PRODUCTS		Delaware Technical
<u>Departments/Divisions</u>		and Community
Natural Resources		College
Corrections		Superior Court
Delaware State		National Guard
University		Fire Marshal
Health and Social		Human Resource
Services		Management
National Guard		Transportation
Transportation		Agriculture
Agriculture		Education
Delaware Development		Delaware Development
Office		Office
		Solid Waste Authority
		Highway Safety
		Capitol Police
		Justice

STATE PURCHASING CONTACTS

GETTING ON A BIDDER'S LIST

In Delaware it is as simple as supplying a written request to any agency which maintains a bidder's list. Your company will then receive announcements of bid opportunities related to your line of business. For specifics on each agency's bidder's list, contact the appropriate contact person for each agency. Agencies which maintain bidders' lists are indicated with an asterisk (*) on the following pages.

Finding the right State employee when you are seeking to sell to a State agency can be difficult without a program telling you the players. This Small Business procurement guide provides the answers on the following pages, which list the names, addresses and telephone numbers of purchasing contacts in the State.

AGRICULTURE

Ms. Sandra Ogden
Controller
Department of Agriculture
2320 South Dupont Highway
Dover, De 19901
Phone: 302-698-4515
Email: sandra.ogden@state.de.us
URL: www.state.de.us/deptagri

ALCOHOLIC BEVERAGE CONTROL

Ms. Julie Gray
Division of Alcoholic Beverage Control
Carvel State Office Building
820 North French Street
Wilmington, DE 19801
Phone: 302-577-5204
Email: julie.gray@state.de.us
URL: <http://date.delaware.gov>

AUDITOR OF ACCOUNTS

Mr. Ron Draper
Chief Administrative Auditor
Office of Auditor of Accounts
401 Federal St. Suite #1
Dover, De 19901
Phone: 302-739-4241
Email: r.ronald.draper@state.de.us
URL: www.state.de.us/Auditor

OFFICE OF MANAGEMENT & BUDGET

Ms. Vicki Knotts
Office of Management and Budget
Haslet Armory
122 Wm. Penn St., Suite 301
Dover DE 19901
Email: vicki.knotts@state.de.us
URL: omb.delaware.gov

PURCHASING CONTACTS

CAPITOL POLICE

Chief William Jopp
150 E. Water Street
P.O. Box 1401
Dover, DE 19903
Phone: 302-744-4390
Email: william.jopp@state.de.us
URL: www.state.de.us/capitolpd

COMMISSION FOR WOMEN

Carmen Gomez
4425 N. Market Street
Wilmington, DE 19809
Phone: 302-761-8005
Email: carmen.gomez@state.de.us
URL: www.delawareworks.com

CORRECTION

Mr. Paul Giery
Department of Correction
245 McKee Road
Dover, DE 19904
Phone: 302-739-5601
Email: paul.giery@state.de.us
URL: www.state.de.us/correct

COMMERCIAL PRINTING

Sarah Bolado
Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904
Phone: 302-857-4520
Email: sarah.bolado@state.de.us
URL: gss.omb.delaware.gov

CONTRACTING

Blaine Herrick
Contract Administrator
Government Support Services
Office of Management and Budget
100 Enterprise Place, Suite 4
Dover, DE 19904
Phone: 302-857-4550
Email: blaine.herrick@state.de.us
Website: gss.omb.delaware.gov

COURT OF COMMON PLEAS

Ms. Bernadette Moore
Court of Common Pleas
500 N. King St. Suite #2800
Wilmington, DE 19805
Phone: 302-255-0900
Email: bernadette.moore@state.de.us
URL: <http://courts.state.de.us/commonpleas>

CRIMINAL JUSTICE COUNCIL

Delaware Criminal Justice Council
Carvel State Office Building
820 North French Street
10th Floor
Wilmington, DE 19801
Phone: 302-577-8962
URL: www.state.de.us/cjc

**DELAWARE ECONOMIC
DEVELOPMENT OFFICE**

Ms. Sherri Bullock
Delaware Development Office
99 Kings Highway
Dover, DE 19903
Phone: 302-672-6829
Email: sheri.bullock@state.de.us
URL: www.state.de.us/dedo

DELAWARE STATE UNIVERSITY

Michael Conaway
Manager of Purchasing
Delaware State University
1200 North DuPont Highway
Dover, DE 19901
Phone: 302-857-6272
URL: www.dsc.edu

PURCHASING CONTACTS

**DELAWARE TECHNICAL AND
COMMUNITY COLLEGE**

Fiscal Administrative Officer
Delaware Technical and
Community College
P O Box 897
100 Campus Dr.
Dover, DE 19903
Phone: 302-739-3258
Email: wwalton1@college.dtcc.edu
URL: www.dtcc.edu

DSCYF

Mr. H. Ryan Bolles Jr.
Contract Administrator
Dept of Services for Children,
Youth and Their Families
1825 Faulkland Road
Wilmington, DE 19805
Phone: 302-892-4557
Email: herbert.bolles@state.de.us
URL: www.state.de.us/kids/rfps.htm

EDUCATION

Mr. Scott Kessel
Department of Education
P O Box 1402
Dover, DE 19903
Phone: 302-739-4605
Email: scott.kessel@doe.k12.de.us
URL: www.doe.state.de

ELECTIONS

Mrs. Virginia Lane
Support Services Administrator
Office of Commissioner of Elections
11 S. West Street Suite #10
Dover, DE 19904
Phone: 302-739-4277
Email: virginia.lane@state.de.us
URL: www.state.de.us/election

DEPARTMENT OF LABOR

Employment & Training
Ms. Kris Brooks
Division of Employment & Training
Department of Labor
4425 North Market Street
Wilmington, DE 19802
Phone: 302-761-8024
Email: kris.brooks@state.de.us
URL: www.vcnet.net/

FACILITIES MANAGEMENT

Mr. Robert Furman, Director
Division of Facilities Management
Thomas Collins BLDG.
Dover, DE 19901
Phone: 302-739-5644
Email: robert.furman@state.de.us
URL: www2.state.de.us/dfm

FAMILY COURT

Ms. Karen Disch
Director of Fiscal Service
Family Court
500 N. King St., Suite #3500
Wilmington, DE 19801
Phone: 302-255-0076
Email: karen.disch@state.de.us
URL: www.courts.state.de.us/family

FIRE MARSHAL

Ms. Linda Tosh
Delaware State Fire Marshal's Office
1537 Chestnut Grove Road
Phone: 302-739-5665
Email: linda.tosh@state.de.us
URL: www.delawarestatefire.marshal.com

FLEET MANAGEMENT

Mr. Terry Barton
Administrator
Government Support Services
Office of Fleet Services
100 Enterprise Place, Suite 4
Dover, DE 19904
Phone: 302-857-4530
Email: terry.barton@state.de.us
URL: gss.omb.delaware.gov

PURCHASING CONTACTS

HEALTH AND SOCIAL SERVICES*

Ms. Sandra S. Skelley
Procurement Administrator
Division of Management Services
1901 North Dupont Highway
New Castle, DE 19720
Phone: 302-255-9291
Email: sandra.skelley@state.de.us
URL: www.state.de.us/dhss/rfp/dhssrfp.htm

OFFICE OF HIGHWAY SAFETY

Ms. Linda Kouse
Public Safety Building
303 Transportation Circle
Dover, DE 19903-1321
Phone: 302-744-2740
Email: linda.krouse@state.de.us
URL: www.state.de.us/highway

HOUSING AUTHORITY

Mr. John Conley
State Contract Procurement Officer
Delaware State Housing Authority
18 The Green
Dover, DE 19901
Phone: 302-739-4263
Email: john@destatehousing.com
URL: www2.state.de.us/dsha

HUMAN RELATIONS

Juana Fuentes-Bowles
Director
Division of Human Relations
Williams State Service Center
805 River Rd.
Dover, DE 19901
Phone: 302-739-4567
Email: jfuentes-bowels@state.de.us

INDUSTRIAL AFFAIRS

Ms. Janet Wainwright
4425 N. Market St. 3rd Floor
Wilmington, DE 19802
Phone: 302-761-8196
Email: janet.wainwright@state.de.us
URL: www.delawareworks.com

INSURANCE

Alice Cabana
Insurance Department
841 Silver Lake Boulevard
Dover, DE 19904
Phone: 302-674-7300
Email: alice.cabana@state.de.us
URL: www.state.de.us/inscom

JUSTICE

Mr. Leon Minka
Controller
Carvel State Office building
820 North French Street
Wilmington, DE 19801
Phone: 302-577-8313
Email: leon.minka@state.de.us
URL: www.state.de.us/attgen

LABOR

Kris Brooks
Office Support
Office of Administration
4425 North Market Street
Wilmington, DE 19802
Phone: 302-761-8024
Email: kris.brooks@state.de.us
URL: www.delawareworks.com/admin

LIBRARIES

Ms. Annie Norman
Director, State Librarian
Delaware Division of Libraries
43 S. DuPont Highway
Dover, DE 19901
Phone: 302-739-4748 x126
Email: annie.norman@lib.de.us
URL: www.lib.de.us or www.state.lib.de.us

NATIONAL GUARD

LTC Robert F. Delcampo, Sr.
Contracting, Specialist
Delaware National Guard
First Regiment Road
Wilmington, DE 19808
Phone: 302-326-7131
Email: robert.delcampo@de.ngb.army.mil
URL: www.delawarenationalguard.com

PURCHASING CONTACTS

NATURAL RESOURCES

Carol Baxter
Fiscal Administrative Officer
Department of Natural Resources
89 Kings Highway
Dover, DE 19901
Phone: 302-739-9245
Email: carol.baxter@state.de.us
URL: www.dnrec.state.de.us/parks

OFFICE OF PUBLIC ADVOCATE

Mr. Arthur Padmore
Office of Public Advocate
Carvel State Office building
820 North French Street 4th Floor
Wilmington, DE 19801
Phone: 302-577-5080
Email: arthur.padmore@state.de.us
URL: www.state.de.us/publicadvocate

HUMAN RESOURCE MANAGEMENT

Ms. Chrystal Phillips
Haslet Armory
122 William Penn Street
Dover, DE 19901
Phone: 302-739-4195
Email: chrystal.phillips@state.de.us

PROFESSIONAL REGULATION

Renae Bailey
Division of Professional Regulation
Cannon Building
861 Silver Lake Boulevard Suite #203
Dover, DE 19904
Phone: 302-744-4512
Email: renae.bailey@state.de.us
URL:
www.professionallicensing.state.de.us

SAFETY & HOMELAND SECURITY

Lori Gooch
Div. of State Police
P O Box 430
Dover, DE 19903
Phone: 302-739-5957
Email: lori.gooch@state.de.us
URL: www.state.de.us/dsp

PUBLIC SERVICE COMMISSION

Bruce Burcat
Executive Director
Cannon Building
861 Silver Lake Blvd.
Dover, DE 19904
Phone: 302-739-3223
Email: bruce.burcat@state.de.us
URL: www.delpsc@state.de.us

SECRETARY OF STATE

Mr. Tim Ferrier
Chief of Administration
401 Federal St. Suite #3
Dover, DE 19901
Phone: 302-739-4111 ext. 1202
Email: tim.ferrier@state.de.us
URL: www.state.de.us/sos/

SOLID WASTE AUTHORITY

Angla Cheatham
Delaware Solid Waste Authority
1128 S. Bradford St.
P O Box 455
Dover, DE 19903
Phone: 302-739-5361
Email: Abc@dswa.com
URL: www.dswa.com

STATE TREASURER

Ms. Ann Visalli
Deputy Treasurer
Office of State Treasurer
Thomas Collins Building
P O Box 1401
Dover, DE 19901
Phone: 302-744-1003
Email: ann.visalli@state.de.us
URL: www.state.de.us/treasure

PURCHASING CONTACTS

TECHNICAL SERVICES

Mr. Robert Furman, Director
Division of Facilities Management
Thomas Collins Bldg
540 S. DuPont Hwy
Dover, DE 19901
Phone: 302-739-5644
Email: robert.furman@state.de.us
URL: www2.state.de.us.dfm

TRANSPORTATION*

Mr. John Eustis
DOT Contract Manager
Department of Transportation
P O Box 778
Dover, DE 19903
Phone: 302-760-2026
Email: john.eustis@state.de.us
URL: www.deldot.net

UNEMPLOYMENT INSURANCE

Ann Marie Vanderhout
4425 N. Market Street
Wilmington, DE 19802
Phone: 302-761-8366
Email: annmarie.vanderhout@state.de.us
URL: www.delawareworks.com

VOCATIONAL REHABILITATION

Ms. Kathleen Peake
Division of Vocational Rehabilitation
4425 N. Market St.
P O Box 9969
Wilmington, DE 19809
Phone: 302-761-8276
Email: kathleen.peake@state.de.us
URL: www.de.dvr

TECHNOLOGY & INFORMATION

Mr. Michael Sabol, CPPB
IT Procurement Officer
Dept. of Technology & Information
William Penn Building
801 Silver Lake Blvd
Dover, DE 19904
Phone: 302-739-9683
Email: mike.sabol@state.de.us
URL: dti.delaware.gov

* Agency has own bidder's list

YOU CAN EXPECT PROMPT PAYMENT

The Delaware law requires State agencies to pay their bills within 30 days of receipt of a valid invoice. A penalty assessed at an annualized rate of 12 percent is applied to all valid invoices not paid after 30 days. Monies spent to pay an interest penalty are assessed against the offending agency's budget. In addition, late payments must be reported regularly to the Secretary of Finance, the Budget Director and the Controller General. The law is intended to insure business owners receive prompt payment for their products sold or services rendered, and the penalty provision provides strong incentive for State agencies to pay their bills in a timely manner.

Questions about the specific needs of individual departments should be directed to the contact person whose name appear on these pages, but if you have general questions about the purchasing process of the State or about cross-agency purchases made for more than one department, contact the Office of Management and Budget:

**Government Support Services
Contracting Unit
100 Enterprise Place
Suite 4
Dover, DE 19904

(302) 857-4550**

**ALSO, CHECK OUT THE GOVERNMENT SUPPORT SERVICE'S
WEB SITE**

gss.omb.delaware.gov

OTHER GOVERNMENT CONTRACTS

If you are interested in selling to local governments in Delaware or to the Federal government, you will find there are different laws and regulations that apply to each level.

The following provides contacts for various local government offices throughout Delaware and two good resources for getting information on Federal procurement opportunities.

NEW CASTLE COUNTY *

Ms. Yvonne Anders Gordon
Chief of Administrative Service
87 Reads Way
New Castle, DE 19720
Phone: 302-395-5250

KENT COUNTY *

Mr. Robert McLeod
County Administrator
Kent County Levy Court
Kent County Administration Bldg.
555 Bay Road
Dover, DE 19901
Phone: 302-744-2305

SUSSEX COUNTY

Frank Shade
Purchasing Director
County Administration Bldg.
2 The Circle
P.O. Box 589
Georgetown, Delaware 19947
Phone: 302-855-7700

CITIES AND TOWNS

Mr. Paul F. Mahoney
Manager
City of Wilmington
Department of Finance
Procurement and Records
City/County Building
800 N. French St.
Wilmington, DE 19801
Phone: 302-576-2422

Ms. Carol Houck
Assistant Administrator
Purchasing Office
City of Newark
220 Elkton Road
P.O. Box 390
Newark, Delaware 19715
Phone: 302-336-7022

Mr. Pete Gregg
Purchasing Agent
City of Dover
710 William Street
Dover, DE 19904
Phone: 302-736-7795

* Agency has own bidder's list

FEDERAL PROCUREMENT INFORMATION

Small Business Administration
Phone: 302-573-6294